



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PRISON INDUSTRIES MANAGER	37	A	7.331

#### DEFINITION OF THE CLASS:

Under administrative direction of the Assistant Director for Industrial Programs, manages all production centers within the confines of a single correctional institution, develops the production schedules ensuring the availability of resources and coordinates operations as liaison between Prison Industries and administration; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Develops the operating budgets for all production centers within the correctional center by reviewing sales forecasts, production reports and goals, projecting costs for upcoming years and consulting with subordinate supervisors in order to determine amount of funding needed for future operation and provide Prison Industries administration with budgetary requirements.

Provides each production center with an annual working budget and monitors expenditures within each budget by reviewing inventory, cost accounting and production reports to confirm compliance with production schedule and determine if sufficient funds are available to provide for implementation and completion of production.

Supervises subordinate personnel to include Prison Industries Supervisors, Correctional Officers and inmates by making hiring decisions, delegating work assignments, establishing production center objectives and priorities, providing for necessary discipline, completing performance evaluations, assisting employees with problems and making training opportunities available when needed in order to provide for employee development and accommodate cost center staffing needs.

Develops training programs in the areas of cost accounting, product development, production procedures and safety compliance by assessing needs, developing curriculum or scheduling training presentations from outside sources in order to provide staff and inmates with the skills necessary to meet the standards of the production center.

Monitors the cost accounting system on a daily basis by reviewing reporting forms for correct coding and posting of expenditures to proper accounts to ensure conformance to established requirements and guidelines. Assures that supervisor adjusts production when losses are reported.

Coordinates with sales staff regarding meeting production demands in order to fill customers' orders in a timely fashion.

Responsible for customer relations including resolving customer complaints by investigating the problem, determining and implementing an appropriate course of action and providing customer service follow-up in order to build a good reputation for the Prison Industries program and increase product demand.

**EXAMPLES OF WORK:** (cont.)

Prepares reports including status reports on operations, and reports on production and open orders by reviewing, combining and summarizing individual production center reports in order to provide the administration with factual information for managerial decisions.

Resolves operational problems by analyzing the situation, determining and implementing an appropriate course of action and monitoring results in order to ensure efficient output by each production center.

Develops and implements a quality assurance program for each production center by determining inspection points necessary to ensure that products meet quality standards.

Develops production schedule by assessing job specification requirements considering quantity to be produced, manpower requirements and availability of resources in order to fill the customer's order.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the Prison Industries Program in Nevada. Knowledge of the Department of Prison regulations and applicable statutes.

Ability to develop effective production schedules and quality assurance programs applicable to each production center under supervision.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of public administration, business management and fiscal accountability, particularly in the areas of budget and cost accounting. Knowledge of procurement principles and practices. Knowledge of quality assurance procedures.

Ability to analyze problems and initiate effective courses of action for their solution. Ability to establish and maintain effective and cooperative relationships with a variety of persons and groups contacted in the course of work. Ability to prepare and present oral and written reports. Ability to plan and direct the work of subordinate staff. Ability to determine training needs and develop or coordinate training programs.

**EDUCATION AND/OR WORK EXPERIENCE:**

I

Two years of experience as a Prison Industries Supervisor; OR

II

A Bachelor's degree from an accredited college or university with a major in business administration, behavioral science or a closely related field plus three years of experience as a production manager or production supervisor of at least 20 subordinates; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

III

A Master's degree from an accredited college or university in business administration, behavioral science or a closely related field plus two years of experience as a production manager or production supervisor of at least 20 subordinates.

EQUIVALENCY STATEMENT: Additional production management or supervisory experience may be substituted for the required education on the basis of one year of experience is equivalent to one year of education.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.331</u>
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